



Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

MEMORANDUM

TO: Choice School Administrators
FROM: Brad Pendleton, Choice Specialist
DATE: January 28, 2016
SUBJECT: Choice School Application Process for the 2016-2017 School Year

The school application window to apply to participate in the Choice Scholarship Program for the 2016-2017 school year opens today, **January 28, 2016**, and closes on **Thursday, September 1, 2016**.

Indiana Code 20-51-4-3 (f) specifies, “*Each year the principal of each eligible school shall certify under penalties of perjury to the department that the eligible school is complying with the requirements of this chapter. The department shall develop a process for eligible schools to follow to make certifications.*”

All schools wanting to participate in the Choice Scholarship Program for the 2016-2017 school year, including schools that participated in the 2015-2016 Choice Scholarship Program, must complete the application process certifying that the school is complying with program requirements. All schools must complete an updated version of the *Application to Become an Eligible School*. This form is available on the Choice Scholarship Program website at:
<http://www.doe.in.gov/choice>.

At the time of application, schools must provide a copy of the school's admissions policy and the tuition and fees policy and rates for the 2016-2017 school year. Schools not accredited by the Department are also required to provide proof of accreditation. *It is also beneficial for schools to include a copy of their tuition discount policy.*

A school's application will be considered incomplete and the school will not be listed as participating in the Choice Scholarship Program on the Department's website until the admission's policy and tuition and fees policy and rates have been received by the Department.

Applications may be submitted as a pdf by email to choiceschool@doe.in.gov or by hard copy to:

Indiana Department of Education
Office of School Finance
115 W. Washington St.
South Tower, Suite 600
Indianapolis, IN 46204

Please keep in mind the Department estimates a two week turnaround to process completed applications.

For questions, please email choiceschool@doe.in.gov.